

# HIGH-FREQUENCY WORD EVALUATION FOR PROMOTION STANDARDS ENGLISH GRADE 2

## ADMINISTRATION GUIDELINES NOVEMBER 9 – 20, 2009

- The High Frequency Word Evaluation (HFWE) is to be given to every student in the first grade. Students in Special Education and/or bilingual/ESL must meet the criteria noted in the text box below in order to take the HFWE.
- The HFWE is designed to be individually administered, one student at a time.
- The HFWE should be administered by the classroom teacher.
- Make sure the classroom has adequate lighting and is relatively quiet.
- Be careful not to provide hints or clues to correct responses.
- Allow the student at least 10 seconds before going to the next word.
- The student may sound out the word, but he/she must say the word.
- Be equally positive with both correct and incorrect responses. **Praise effort not correct responses.**
- Be aware of students who are losing interest, are easily distracted, or who exhibit frustration. These behaviors often invalidate results.
- Record responses on the HFWE English Grade 2 Record Sheet.
- Transfer the results from the record sheet onto HISD portal screen page.
- If the student scores a perfect 100 (100%), do not forget to check “all correct” on screen page.
- **Place the HFWE English Grade 2 Record Sheet in the student’s Permanent Record Folder.**

### Testing modifications for students with disabilities

- High Frequency Word Evaluation is not a promotion standard for special education students. However, the ARD Committee may recommend that some students take the HFWE test. The ARD makes recommendations for promotion or retention for students with disabilities. The primary consideration for the ARD Committee is student progress on the goals and objectives identified in the Individual Education Plan (IEP).

### Allowable Modifications

- Testing modifications documented in the IEP and utilized on a routine basis may be utilized.
- A student with a visual impairment may use a large print version of the test.
- **LPAC will make the decisions for bilingual/ELA students.** These guidelines are suggested:
- Students at the beginning or intermediate level of English may be exempted from HFWE if receiving instruction in a language other than their native language.
- Waived LEP students must take the HFWE in English.

For questions, call **Cynthia A. González** at 713-556-6869

***Oath of Test Security and Confidential Integrity for Campus*  
Test Administrator**

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I hereby certify, warrant, and affirm that I understand district and state security requirements governing the handling and storing of student testing programs; that I understand my obligations concerning the security and confidentiality of these tests, and that I am aware of the range of penalties that may result from a violation of test security and confidential integrity.

I hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidential integrity throughout the current school year.

**IN WITNESS WHEREOF,**

**I affix my hand on this \_\_\_\_\_ day of NOVEMBER, 2009.**

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**Signature of Test Administrator**

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**Printed Name of Test Administrator**

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Houston ISD  
District Name

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101-912  
County-District Number

Please sign this form before handling any secure test materials. The district test coordinator will keep this oath on file for one (1) year after you have completed handling all scorable and non-scorable materials.